

**NATIVE AMERICAN
BIBLE COLLEGE**

STUDENT HANDBOOK

NATIVE AMERICAN
BIBLE COLLEGE
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GREETINGS FROM THE PRESIDENT

Allow me to welcome you as a student of Native American Bible College. Native American Bible College is the place in which you can be trained and educated to be all that God wants you to be. It is my privilege to encourage you to fulfill God's call in your life. NABC offers a quality education in a spiritual atmosphere.

Native American Bible College is a place for you to grow and thrive in your spiritual life. The focus of all that happens on campus is God Himself. His Spirit is welcome and He moves mightily in daily chapels. However, academics are not neglected. We are not the biggest, but we like to think in terms of striving to be the best. After all, it is God we must honor.

The Bible is the focus of our education. We train men and women to be pastors, evangelists, educators, missionaries, those who are called to other types of ministry, and even those who study for their own personal enrichment. For a person to be all he or she can be for God requires being qualified and trained to help build His Kingdom. I believe Native American Bible College is the place for you.

This Student Handbook is provided to you to better acquaint you with the rules of the College so that we can have the best relationship possible. There are many privileges contained herein, too. Take time to read this Handbook carefully. Please call on any of our faculty or administrators. We are here for you.

My prayer is that our God will bless you abundantly.

Paul Kaminer

PREFACE

General student conduct is governed by the ideals and standards of the Student Handbook. Each student is expected to observe these ideals and standards of conduct, whether he is on the campus or away, while he is enrolled at Native American Bible College.

The school reserves the right to modify and amplify, at any time, the standards set forth in the Student Handbook by any means it sees fit. The school also reserves the right to use its discretion in the interpretation and enforcement of all ideals and standards of conduct, however communicated.

Each student is required by the school to read the Student Handbook and know what it communicates.

TABLE OF CONTENTS

Purpose Statement	5
Objectives	5
Philosophy	5
Doctrinal Statement	6
Code of Conduct	7
Devotional Life	8
Chapel	9
Counseling	10
Student Organizations	11
Student Life	12
Residence Hall Schedule	17
Library	18
Academic Information	23
Academic Procedures and Policies	25
Financial Policies	32
Christian Service	34
Due Process	35
Sexual Harassment	36

Purpose Statement

It is the purpose of Native American Bible College of the Assemblies of God, Inc. (NABC) to equip Christians, particularly Native American Christians, through collegiate education in a Pentecostal environment to be effective in ministry to God, the Church, and the world. NABC shall remain loyal to the teachings of the Assemblies of God as set forth in The Sixteen Fundamental Truths.

OBJECTIVES

Upon graduation from Native American Bible College the student will:

1. Demonstrate a comprehensive knowledge of and deep appreciation for the Bible as the infallible and inspired Word of God, affirming the Bible as the only infallible guide for Christian faith and practice, possessing habits of devotional Bible reading and private prayer, and be able to share God's Word to both the saved and unsaved.
2. Embrace a Christian worldview predicated on a working knowledge of contrasting philosophical and religious views and become a mature, informed, and effective Christian leader in a complex and diverse society, which will provide for an effective ministry.
3. Identify and understand personal spiritual gifts and use his or her gifts effectively in the ministry, developing ministry skills and determining personal ministry strengths and gifts, and giving evidence of skills for effective spiritual leadership.
4. Exhibit a commitment to Holy living under-girded by an understanding of Pentecostal theology, producing one who is a committed Christian; growing in Godly character, personal discipline, and spiritual discernment, obedient to the Word of God, and driven by a passionate heart to serve God in life and ministry.
5. Possess career goals in accord with one's life calling with special attention given to credentialed and lay ministers, demonstrating a commitment to ministering to the spiritual, physical, and social needs of others, in a way that leads to the betterment of humanity.
6. Exhibit skills and knowledge necessary for lifelong learning in all fields of thought, both secular and religious, having a foundation in general education, Bible, and theology in order to serve in a diverse religious and ethnic culture.

PHILOSOPHY

Native American Bible College holds the concept of education as cultivating growth spiritually, intellectually, socially, and physically. Every effort and objective of NABC focuses on the Christian philosophy of learning. We believe that all wisdom and knowledge comes from God and that His Spirit is ever present to reveal this wisdom and knowledge to man. The Word of God is the final authority in all courses and programs at NABC.

DOCTRINAL STATEMENT

At Native American Bible College, we teach and believe ...

1. The Scriptures Inspired.
2. The One True God.
3. The Deity of the Lord Jesus Christ.
4. The Fall of Man.
5. The Salvation of Man.
6. The Ordinances of the Church.
 - a. Baptism in Water.
 - b. Holy Communion.
7. The Baptism in the Holy Ghost.
8. The Initial Physical Evidence of the Baptism in the Holy Ghost.

The Baptism of believers in the Holy Ghost is witnessed by the initial physical signs of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4).
9. Sanctification.
10. The Church and Its Mission.

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission.
11. The Ministry.
 - a. evangelization of the world.
 - b. worship of God.
 - c. building a body of saints being perfected in the image of His Son.
12. Divine Healing.
13. The Blessed Hope.

The resurrection of those who have fallen asleep in Christ.
14. The Millennial Reign of Christ.
15. The Final Judgment.
16. The New Heaven and the New Earth.

Addendum

1. The humanity of Christ - Jesus Christ, The Son of God, was born of the Virgin, Mary, thus making Him also the Son of Man. He was truly God and truly man while He lived here on earth. (Matthew 1:23)
2. Satan - We believe in the existence of a personal devil, who at one time, was holy and honored in Heaven, but through pride fell from his lofty estate and is now completely evil, unholy, anti-God, and is now the power and prince of the air. (Isaiah 14:11-15)

Code of Conduct

Membership in an academic community, particularly a Christian one, carries with it a unique, demanding, and privileged responsibility. As a Christian college, NABC seeks to relate Biblical Christianity to co-curricular activities, to one's personal life, and to society in general. The purpose of the college assumes that a member is both committed to Christ and desirous of meaningful involvement in education in a Christian context. The student, by virtue of his/her enrollment, therefore, agrees to accept the responsibilities of membership in the college community.

Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior.

Scriptures Principles:

1. The Lordship of Christ over all of life and thought involves wholehearted obedience to the moral law of God as taught in the Old Testament and exemplified in the life of Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual and spiritual growth; and the care of our bodies as temples of the Holy Spirit.
2. The responsibility to love God with all our being and to love our neighbor as our self. This means that unselfish love should be the motive in all life's decisions, actions, and relationships.
3. The responsibility to seek after righteousness, to practice justice in our dealings with one another and in our social institutions, and to help those in need.
4. The need to exercise our freedom responsibly, lovingly, and sensitively within the framework of God's moral law in relationship to the Assembly of God Fellowship at large and to other communities of which we are a part.
5. Access through Jesus Christ to the forgiveness of God and to the help of the Holy Spirit in doing heartily what God requires of us.

Practices that are known to be morally wrong by Biblical teaching are not acceptable for members of the college community. Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, and occult practices.

All forms of sexual sins such as premarital sex, adultery, and homosexual behavior are condemned in Scripture and are considered grounds for dismissal from NABC. Marriage is defined as between one man and one woman. Premarital sex includes sexual activity such as heavy petting and oral sex.

Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice such as that based on race, sex, or socioeconomic status. While these attitudes are difficult to detect, they are as subject to the judgment of God as are outward forms of disobedience to Him. The college community is obliged to repudiate these and seek God's forgiveness and help so that each individual may grow in grace and righteousness.

The ideals and standards of the Student Handbook govern general student conduct. Each student is expected to observe these ideals and standards of conduct whether he/she is on or off campus, while he/she is enrolled at Native American Bible College. The college reserves the right to modify and amplify at any time the standards and dates set forth in the *Student Handbook* by any means it sees fit. The college also reserves the right to use its discretion in the interpretation and enforcement of all ideals and standards of conduct however communicated.

DEVOTIONAL LIFE

Private Devotions

Each student is expected to faithfully maintain his/her own private devotions. Your success in Bible school will depend largely on your devotions and personal relationship with God.

Dorm Devotions

Dorm devotions will be held as scheduled. All students will be expected to participate. Excused absences will be granted only by the dorm director.

Church attendance

All students are expected to attend church services, this includes Sunday School, morning worship, and evening services. Early in the school year each student is expected to select a church within reasonable driving distance from NABC, consider this his/her "home church" during the school year and faithfully support its program. Assemblies of God students are encouraged to attend Assemblies of God churches unless otherwise cleared by the Vice President for Student Affairs. Ladies are required to wear dresses or skirts and blouses; men are required to dress with appropriate attire as well for these services. A minimum of two services are required each week. Church attendance forms are required to be turned into the Student Affairs Office weekly.

Sunday Afternoon

Activities and dress should reflect the Lord's Day. No physical labor will be permitted on this day.

CHAPEL

All students are required to attend chapel services; whether living in dorms, on campus housing or off campus. Attendance will be taken at each service.

The following rules will apply:

1. Students are allowed five (5) absences in the Fall semester and five (5) in the Spring semester.
2. Each student will receive an attendance grade; "S" (Satisfactory) or "U" (Unsatisfactory) at the end of each semester according to his chapel attendance record. If a student receives a "U" at the end of a semester, he/she will be placed on department probation. When a student has received two (2) consecutive "U's" he/she will not be permitted to re-enroll.
3. An appeal for re-enrollment may be made in writing to the Administrative Board of NABC.
4. A student is considered tardy if he arrives fifteen (15) minutes after chapel has begun. A student who is late three (3) times will be charged with one (1) absence.
5. All exemptions from chapel must be approved by the Vice President for Student Affairs prior to the chapel hour.

Dress code for Chapel Ministry

This applies to all students who will be on the platform, whether speaking, singing, or playing an instrument. Males must wear a dress shirt and tie, bolo, or clerical collar. Females must wear dresses (see dress code for details).

COUNSELING

First semester students will be assigned a counselor. You should attempt to meet with your counselor frequently and discuss any problems which may hinder your school life.

Your counselor will also serve as an academic advisor. The counselor will help work out a total program and assist you each semester in your course schedule. If a problem arises concerning your course load, studies, or any academic difficulty, you should consult your counselor.

Depending on the nature of the problem, you have several alternatives:

1. For immediate help with a minor problem, seek the help of your dorm director. You will find your dorm director to be a person of warmth and knowledge and worthy of your trust.
2. Your counselor will help you with academic problems and in an official capacity, will be your representative.
3. Your counselor and dorm director are qualified to help you in spiritual matters, also.

The most important thing to remember is if you are experiencing a problem, are unhappy or are troubled, all you need to do is ask for help.

STUDENT ORGANIZATIONS

Campus Missions Fellowship

All NABC students are members of this student missions organization. Through the active program of this fellowship the mission fields of the world are kept before the student body. Needs are presented, prayer is offered, services are conducted, all under student leadership. Early in each school year a missions convention is conducted. A special speaker is brought to the campus for this convention; missionary booths are constructed to graphically illustrate and depict the outreach of this Institute to the four corners of the world.

Under the direction of the Campus Missions Fellowship, a noontime prayer meeting is conducted, giving special emphasis to the different mission fields of the world and time is given to prayer for the specific needs which are presented.

Students are organized into prayer groups, following the organizational pattern of the Foreign Missions Division. These prayer groups meet before the Friday evening service to consider specific needs of the missionaries on these different mission fields. After this prayer time is over, students meet together for what has been termed the "Highlight of the week" - the Friday evening Campus Missions Fellowship service. It is at this service that lives are challenged and dedications are made which become life changing. These dedications continue throughout a lifetime.

Band

Function of the band depends upon qualified staff available.

Yearbook

The NABC Yearbook will be published under the supervision of the Christian Service Department. Student staff members gain experience in writing, art, photography, layout, business and other areas of production.

Choir

Function of the choir depends upon qualified staff available.

Student Council

The Student Council serves as an advisory group to the faculty and administration in the direction of student affairs. It serves as a vital tie between the faculty and student body, interprets student opinion and submits to the school administration student suggestions for the welfare and improvement of the school.

The Student Council is composed of representatives elected by each class, and executive officers elected by all students. Students on academic or disciplinary probation are not allowed to serve.

STUDENT LIFE

Student Discipline

Because NABC believes that it is responsible not only for the intellectual and spiritual development of its students, but also for their moral development; every effort is made to cultivate a positive, constructive approach to Christian living and behavior. Frequent visitation of the Holy Spirit presence in chapel, in classrooms and in dormitories facilitates the achievement of this goal.

General student conduct is governed by the following ideals and standards:

1. Each student is expected to observe these ideals and standards of conduct, whether he/she is on campus or away, while enrolled at NABC.
2. Modesty and conservatism in appearance and dress are expected at all times.
3. There shall be no smoking or use of drugs or alcohol on or off the campus of NABC by enrolled students.
4. NABC reserves the right to require the withdrawal of students because of low standards of scholarship, because of poor physical or mental health, or because of conflict of their attitudes and standards of behavior with those which the school seeks to maintain. A student who does not fit in with the aims and ideals of the school may be asked to withdraw whenever the general welfare demands it. Refusal to conform to rules and regulations of the school may result in dismissal without refund of tuition or board.

Dress Code

Students should select clothing which is simple, modest and neat.

For women, necklines should be discreet (no cleavage showing) and all dresses should be modest, avoiding extremes in fashion. For skirts and dresses, it is required that the bottom of the hem be no higher than the top of the knee.

For men, no muscle shirts or sleeveless shirts. Full beards and mustaches must be kept neat. Hair styles must be neat and clean no extremes or fads.

Shorts are not to be worn by either men or women in the Academic building, the Chapel, the Administration building, or the Library.

Students are not allowed to get tattoos or piercings. Students with existing tattoos should keep them covered, if possible. Males are not permitted to wear earrings, on or off campus. Females may wear one set of modest earrings. No other piercing jewelry is permitted.

Dress code for Chapel Ministry

This applies to all students who will be on the platform, whether speaking, singing, or playing an instrument. Males must wear a dress shirt and tie, bolo, or clerical collar. Females must wear dresses (see dress code for details).

Electrical Appliances

Hot plates and television sets may not be used in the rooms. Each student should provide a study lamp and bulbs for personal use. Radios, record players and tape recorders are permitted with limitations and Christian music only.

Employment

NABC maintains an employment referral service to assist students in finding part-time employment. Names of prospective employers provide students with valuable leads in securing work. Students must exercise their own initiative in contacting employers.

Students who plan to work part-time while in school will find it advisable to come to NABC with sufficient funds to pay their first semester's expenses.

Dating And Courtship

A great concern to single students is finding God's choice as their lifetime marriage partner. Brief courtship and hasty marriage could result in missing God's divine plan for your life and possibly ending in divorce. Students are encouraged to complete their education before assuming the responsibilities of marriage. Students are discouraged from becoming engaged until they have dated at least one school year.

Students desiring to become engaged during the school year should be willing to receive two months of weekly marriage counseling sessions with an assigned counselor.

Couples who involve themselves in romantic relationships must be willing to accept counseling. Couples are not to spend time socializing during specific study periods, work periods, or ministerial trips.

No public display of affection inappropriate to modesty and Christian testimony is allowed. Necking or petting will result in disciplinary action. Dating unsaved persons is discouraged (2 Corinthians 6:14). All couples socializing must be within the lighted area of the administration building or in the student lounge.

Men are not allowed to visit women in their dormitory rooms at any time, nor linger in the women's dormitory area. This rule also applies to women visiting men in their dormitory area. When it is necessary to see a student of the opposite sex within the dormitory area, arrangements must be made with the dorm director.

Students will be permitted to date off-campus with proper authorization.

Firearms and Fireworks

All firearms and fireworks are prohibited on campus, **without exception!**

Handbook

The Student Handbook contains school regulations and policies governing student life and activities at NABC.

Hunting – Fishing

A student who desires to hunt or fish must have a valid license for such. Written permission from property owner is required by law.

Housing Policy

All unmarried students are required to live in the school dormitories except where the student is living with his/her parents or immediate relatives, or where a work situation makes it necessary for him/her to "live in" at the place of work. All off-campus housing arrangements for the single students must be approved **in advance**.

Laundry

Facilities will be provided by NABC.

Orientation

New students entering NABC are expected to take part in the orientation program schedule on the official school calendar. At this time the course of study, rules and regulations of the school and extra-curricular opportunities are explained. Details of the program will be given to each student as he/she arrives on campus.

Pets

No one will be allowed to keep pets on campus.

Use of Cell Phones

Cell phones must be silenced during class and chapel time and should not be answered until a break between classes or between chapel and class.

Transportation

Students must provide their own transportation to and from work.

Inclement Weather

In the case of inclement weather (snow, ice, and etc.), tune in to WRAL, TV channel 5, for closings or delays of classes.

Placement Service

The facilities of the placement service are available to all students in:

1. Assisting students to obtain the kind of ministry for which they have prepared themselves.
2. Furnishing inquiring students accurate information regarding the opportunities in different fields of the ministry.

Pastors and district officials are encouraged to contact the school about ministry openings. When possible, personal interviews are arranged. Graduating students are asked to register with the Placement Service so that pertinent information is always available.

Property Damage

Each student is expected to protect and preserve school properties and will be held responsible for damage or breakage.

Room Furnishings and Inspection

Dormitory rooms are furnished by the school, but students are asked to bring their own bed linens and curtains. Following is a suggested minimum list: 1 mattress pad, 3 single-bed sheets, 2 blankets, 1 bedspread, 2 pillowcases, 1 pillow, 4 towels, 4 washcloths, clothes hangers, dresser scarves and small rugs. NABC will furnish these to students who are unable to provide for themselves. The school reserves the right to inspect dormitory rooms at any time.

Guests

Overnight guests may be accommodated if beds are available in dormitories. Permission must be secured from the Vice President for Student Affairs. All guests must abide by NABC regulations. Guest fees are posted at the beginning of each school year. All non-campus residents are to be off campus by 9:30 P.M.

Vacation Periods

The dormitories are closed during the Christmas holidays. The school reserves the right to close residence halls during Thanksgiving and Spring vacation periods. A charge will be made for those allowed to live in the residence halls during vacations because room and board rates do not include vacation periods. The cafeteria will be closed during Christmas, Thanksgiving and Spring holidays. All campus regulations are in force during vacation periods that occur during the school year.

Laundry Room Rules

Please respect and follow these rules keeping in mind the Scriptural admonition, “Do unto others as you would have them do unto you.” The laundry room is to be used only between the hours of 7:00 am and 10:00 pm. If the laundry room is in use after hours, then the Resident Supervisor has the authority to remove the clothing from the laundry room.

1. Do not leave detergent, softeners, clothes baskets, hangers, and other products in the laundry room. They will be removed.
2. Do not overload the washer. Your clothes will not get clean and it will cause the washer to break down and wear out.
3. Do not leave clothes in the washer or dryer once the cycle is complete. Be conscious of the time. Unattended clothes will be removed.
4. The dryer will operate continually and not shut off automatically if you use the settings ‘low,’ ‘fluff,’ or ‘air’. This wastes electricity, so please time your schedule to remove the clothes when dry.
5. Use the laundry room only during your scheduled time. Do not rob others of their scheduled time.
6. The lint filter on the dryer must be cleaned after each cycle.
7. Please report any problems, mechanical or otherwise, to the Resident Supervisor.

Campus Life

This is your home for the next nine months. You are a part of a big family, living in close quarters. Mixing with students of other backgrounds may be a new experience for you.

First, you must realize that we are all members of God's family. This means that we are brothers and sisters in Christ and should demonstrate spiritual love for each other.

Secondly, we must respect each other's privacy as much as possible. This includes quiet times to study during the 7:00 PM. to 9:00 P.M. period, Monday through Thursday. You may study quietly with other students. You may also study alone at your desk from 11:00 to 12:00 PM. There will be no talking, radios or overhead lighting at this time.

Thirdly, we need to know your location when you are off campus for several reasons. For example, if there is a long distance telephone call for you, we will not lose time trying to find you when you are off campus, which needlessly adds up the cost of the telephone call. Therefore, you must properly sign in and out. You are to return to campus by 9:30 P.M. Monday through Thursday, and by 12:00 midnight Friday through Sunday. Any students needing to leave campus after 9:30 P.M. must receive permission from the dorm director.

If you want to spend a weekend off campus, you must obtain a Weekend Excuse Slip from the Vice President for Student Affairs by Tuesday, 5:00 P.M. and it must be turned in by 5:00 P.M. Wednesday. Responsibilities such as choir, employment, etc, must be fulfilled. You must return to campus by 11:00 P.M. Sunday. If there is a choir engagement scheduled for Sunday evening, you must return to campus at a time designated by the choir director.

RESIDENCE HALL SCHEDULE

Monday - Friday

7:00 a.m.	Breakfast
7:30 a.m.	Cafeteria line closes
8:00 a.m.	Classes begin
12:30 a.m.	Lunch
5:30 p.m.	Supper
7:00 p.m.	Study Time
9:00 – 10:00 p.m.	Quiet Time/Devotions
10:30 p.m.	Room Curfew
11:00 p.m.	Lights Out
12:00 p.m.	Friday Night Curfew

Saturday

8:00 a.m.	Breakfast
12:30 a.m.	Lunch
5:30 p.m.	Supper
12:00 p.m.	Saturday Night Curfew

Sunday

8:00 a.m.	Breakfast
1:30 a.m.	Lunch
5:00 p.m.	Supper
11:00 p.m.	Sunday Night Curfew

Lobby Hours

9:00 a.m. – 9:00 p.m. lobby hours (men and women).

LIBRARY

The Native American Bible College Library is a major source of information for theological study and research serving the needs of the faculty and students of the college. The *Mission* of the Library is to provide bibliographic resources, research services, and the study environment necessary for training men and women for Christian ministry.

Circulation Policies

1.0 Borrowing Privileges

1.1 Eligible Borrowers

The Library is for the use of the faculty, staff, and students of Native American Bible College (NABC). With the approval of the college president, external users with a demonstrated need to consult our collections and local clergy of any Christian faith may register for onsite use of our collection, without borrowing privileges. The faculty, staff, and students have priority in the use of materials, equipment, staff assistance, service, and seating.

1.2 Loan Periods

	Students	Faculty/Staff
Circulating Books	14 days	end of semester
Audio Cassettes	7 days	7 days
Video Cassettes	7 days	7 days
Transparencies & Vertical Files	non-circulating	3 hours
CD-ROM's	Library use only (2 hours, renewable for another 2 hours if not requested by another patron)	3 hours
Periodicals & Reference Books	non-circulating	3 hours

1.3 Reserve Materials

The faculty may request that circulation material be set aside on reserve for students. Such material may be for use in the library (2 hours) or be borrowed for 24 hours, 3 days, or 7 days, at the discretion of the instructor.

1.4 Maximum Items That May Be Checked Out

To insure that the library has an adequate supply of materials for all patrons, a maximum of 8 books (3 on any one subject), 2 audio cassettes, and 2 videos may be checked out at one time. An exemption to these limits may be made at the discretion of the Library Director.

1.5 Renewals

A patron may renew one (1) time provided the material is not needed by another borrower. This renewal may be done either in person or by a telephone call to the librarian or library assistant on duty at 843-5304.

1.6 Holds

A patron may place a hold on a circulating book, audio cassette, or video cassette which is presently checked out by another patron. When holds are filled, the patron is notified and the media is held for 2 days.

When a circulating book, audio cassette, or video has as many as 3 holds on it, the loan period is reduced from 14 days to 7 days or from 7 days to 3 days, according to the type of media it is.

1.7 Check-Out Procedure

The borrower's name must be written legibly or printed on the two cards in the pocket of a book, audio cassette, or video. The librarian on duty at the Circulation Desk will stamp the date due on the cards and on the date due slip on the material being borrowed.

No one may sign out material for another person. The borrower is responsible for any books or other library materials signed out by him/her.

Faculty and staff wishing to borrow reference books, CD-ROM's, periodicals, transparencies, or vertical file material for the 3-hour period permitted must sign the appropriate list on the clipboard at the Circulation Desk. Any material leaving the Library for however brief a period must be accounted for.

2.0 Overdue Material

2.1 Overdue Fines

	Students	Faculty/Staff
Circulating Books	\$0.25 per day	no fine
Audio Cassettes	\$0.50 per day	no fine
Video Cassettes	\$0.50 per day	no fine
Vertical Files	no fine	no fine
CD-ROM's	no fine	no fine
Periodicals & Reference Books	no fine	no fine
Reserve Materials	Library use only: no fine 24 hours, 3 days, 7 days: \$1.00 per day	no fine

The maximum fine is \$5.00 per item. Fines should be paid at the Circulation Desk. The fine should be paid in full. With a valid reason and at the discretion of the Library Director, a partial payment may be made, but the final payment is due before the end of the semester.

2.2 Overdue Notices and Charges

When circulating media is 14 days overdue, overdue notices are sent as a courtesy. Non-receipt of overdue notices does not relieve the patron from paying overdue fines. It is the responsibility of the patron to monitor his/her library transactions.

2.3 Procedures for Non-Respondents

A student with any overdue material (book/audio cassette/video) or an outstanding fine loses his/her privilege to borrow library materials, until the overdue material is returned and the fine is paid. At the end of each semester, overdue fines, overdue materials, and/or lost materials will prevent a student from taking final examinations, receiving grades/ transcripts, receiving a diploma, or registering for a new term, until the delinquent account is settled.

3.0 Replacement of Lost or Damaged Materials

3.1 Damaged Materials

Fines on damaged books, audio or video cassettes, etc. will be determined by the Library Director and the Administration. If the material is damaged beyond repair, the patron will be charged the replacement cost of the said material.

3.2 Lost Materials

The replacement cost for a lost book, video, or audio cassette, as well as any necessary processing fee, will be charged to the patron. This cost will be determined by the Library Director and the Administration.

4.0 General Guidelines for Library Patrons

4.1 Library Classification System

Books, audio cassettes, videos, and CD-ROM's are classified according to the Dewey Decimal System. The card catalogs for these are located in the appropriate areas of the Library. In addition, the online catalog is being developed so that patrons can access it via computer.

4.2 Use of Library Equipment

Audio and video equipment may be used in the AV Room only . Computers and printers are available at the appropriate stations in the Library. Upon request, the librarian will assist the patron in locating a desired CD-ROM.

4.3 Common Courtesies

The Native American Bible College Library has been equipped and furnished by many individuals and groups across the United States. The Library houses collections of books (reference books and stacks), videos, audio cassettes, CD-ROM's, periodicals, newspapers, vertical files, etc. Please be a good steward of the materials that have been provided.

No eating or drinking is allowed in the Library.

There is to be no talking above a whisper. If a discussion is necessary, the parties involved should step out into the hall.

Any waste paper, etc. should be thrown into the wastebasket. Chairs should be pushed in.

Library materials (books, files, journals, videos, etc.) that have been pulled must be left at the designated areas for the librarian to shelve or file. Please refrain from "helping" the librarian.

Unattended children will not be permitted in the library. If it is necessary for a parent to bring a child with him/her when doing library studies, the parent is at all times responsible for the child.

While on duty, student library aides possess the full authority of the librarian in maintaining order.

Library Hours

Day	Time	Access
Monday - Friday	7:45 a.m. - 12:45 p.m.	open, except during chapel
Monday - Friday	2:00 p.m. - 5:00 p.m.	open when librarian is on duty, or by special arrangement
Monday and Thursday	5:30 p.m. - 9:00 p.m.	open, except during chapel
Saturday	9:00 a.m. - 5:00 p.m.	open by special arrangement
Sunday	all day	closed

ACADEMIC INFORMATION

Each school year is divided into semesters: Fall and Spring semesters.

Audit

Normally, auditing of a course is permitted only in cases where a student has already taken the course for academic credit and wishes to refresh his skills in the subject area. The decision to audit a course must be made with academic permission, at the time of registration or within the allowable time for schedule changes.

Correspondence Courses

The administration may approve correspondence courses to be accepted. Credits earned in correspondence may be counted towards the required credit hours for graduation. Normally, grade points earned in correspondence courses are not computed in the student's semester grade point average, but are counted in the cumulative average.

Credit Hours

Scholastic work is measured according to the semester credit hour. This is equivalent to one (1) class session per week (plus preparation) for the length of the semester (15 weeks).

Course Changes

Students who wish to change courses or academic programs may do so with the permission of the Vice President for Student Affairs. Final dates for changing classes are published in the school catalog.

Ethnic Policy

NABC accepts students without regard to race, color, or national origin as long as other entrance requirements are met.

Evening Classes

Evening classes are offered in those areas where there is sufficient demand to warrant such a program.

Examinations

Examinations and normal class participation are mandatory and should be completed on schedule, as outlined by the instructor. Late tests will be administered only for absences excused by the instructor. Final examinations will not be given early.

Grading System

The instructor is in absolute charge of the class at all times. Assignments and regulations made by him shall be diligently followed.

An "incomplete grade" must be made up within six (6) weeks or the grade automatically results in failure. A failure cancels any credit and required courses must be repeated for graduation requirements

A "withdrawal" will incur no grade points, neither shall it have any bearing upon the cumulative grade point average.

Oral and written class work is graded as follows:

Grade		Per Semester Hour
A - Excellent	90-100	4 grade points
B - Good	80-89	3 grade points
C - Average	70-79	2 grade points
D - Passing	60-69	1 grade point
F - Failure	Below 60	0 grade point
I - Incomplete		0 grade point
W – Withdrawal		No grade point
V – Audit		No grade point

Graduation Requirements

A diploma indicating completion of the three (3)-year course in the areas of Ministerial Studies and Christian Education will be given upon completion of ninety-six (96) semester credit hours.

A certificate in Ministerial Studies and Christian Education will be given upon completion of seventy (70) semester credit hours as prescribed in the catalog.

ACADEMIC PROCEDURES AND POLICIES

Rights

Students have the right to review all files and data comprising their permanent records at the NABC and the right to a hearing for the purpose of challenging the contents of those records if corrections and amendments are not made to their satisfaction. The only information that will be given out concerning students will be directory information as defined in the *Family Educational Rights and Privacy Act of 1994* unless an individual student has specifically waived his or her rights.

Academic Probation

The phrase "Academic Probation" describes a period of reduced allowable activity imposed at least for the full subsequent semester.

1. Academic Entrance Requirements

Any student entering NABC without a high school diploma, or students whose high school transcripts indicate less than a 1.8 GPA, will be admitted under academic probation.

2. Academic Standards

A student is assigned to academic probation status when his grade point average (GPA) falls below the following levels:

Freshman	1.5
Junior	1.7
Senior	2.0

3. Restrictions

Students whose cumulative grade point average falls below 2.0 (C) for any semester will be placed on probation. Students entering on academic probation must achieve a 2.0 average by the end of the semester.

The student on academic probation shall not hold any office, must not allow social or recreational activities to interfere with any study time available and may not be a member of the music department or school sports team, if by doing so it would interfere with any study time available.

4. Duration

Once placed on probation, a student continues on probation if either the current semester grade point average, or the accumulative grade point average established, remains below the average established for each grade level. The student who remains on academic probation at

the close of the following semester will be ruled academically disqualified and will be ineligible to re-enroll the following semester. A disqualified student may appeal to the administrative board to request re-admission after an absence of at least one (1) semester.

5. Academic Suspension or Termination

Habitual underachievers may be suspended or terminated when it becomes evident they may not be able to qualify academically for graduation.

It shall be understood that the school may retain a student and allow him(her to audit courses for non-credit when he/she gives evidence of a call and a need for exposure to the program. He/she will be given a certificate of three (3) years performance but will not receive a diploma at graduation. This category of students shall not exceed five (5) to ten (10) percent of the total student enrollment and shall be retained as space is available.

Class Absences

Absences from class for any reason will be recorded by the instructor, Accumulated excessive absences for unavoidable reasons may be appealed to the Board of Administration in writing.

1. No deduction is made for absences made at the request of the school (tours, field trips, etc.). Requests for such absences will be filed with the dean in sufficient time to allow orderly processing of the request.
2. Absences from illness or emergency must be explained in writing to the instructor on the day the student returns to class.
3. The faculty has adopted the following guidelines for grade deductions:
 - a. Three Hour Classes
 - 5 absences - 1 letter grade
 - 7 absences - 2 letter grades
 - 9 absences - automatic failure
 - b. Two Hour Classes
 - 3 absences - 1 letter grade
 - 4 absences - 2 letter grades
 - 6 absences - automatic failure
4. No student shall be allowed to pass a course if the total of all the absences is equal to or exceeds twenty (20) percent of the scheduled class meetings for that course unless approved by the Board of Administration.
5. Three tardies constitute an absence. Lateness in excess of ten (10) minutes constitutes an

absence. Students leaving class early without permission of the instructor will be counted absent.

6. Students should meet all scheduled music lessons. Where a lesson is not met, the student is obligated to arrange for another make-up lesson. A substitute instructor or lesson will be arranged when the instructor is absent.

Other Requirements

In addition to scholastic requirements, the student must meet the following conditions:

1. Character must be above reproach.
2. Must demonstrate understanding of sound Biblical doctrine.
3. Must show an active interest in and zeal for Christian service.
4. Must have reasonable proficiency in English.
5. Must have completed the senior year in residence at NABC before issuance of a diploma.
6. All financial obligations to NABC must be paid in full.
7. Diplomas and certificates will be granted only upon election of the faculty.

Resident Requirements

Students who anticipate receiving a diploma from NABC must take the last year of study with a minimum of thirty-two (32) semester hours of study at the school.

Any student enrolling for more than seven (7) hours must declare a major. Exceptions may be made only by the administration

Key To Course Numbers

All regular subjects are numbered with three (3) digit numbers from left to right:

First number	Year	
Second number	Semester:	odd number, first semester; even number, second semester
Third number	Credit hours	

Courses with hyphenated subject numbers will extend through the school year (two (2)

semesters). Students will not be permitted to register for advanced courses until prerequisites are satisfied and in no case for more than one (1) year's advance.

Numbering of Subjects	Classification of Students
100 - 199	Freshman 0-32 Hours
200 - 299	Junior 33-64 Hours
300 - 399	Senior 65 or more hrs

Testing (entrance)

Students entering NABC for the first time are given a basic English test upon arrival. This serves as an index as to how well the student understands the basic structure of the English language and how effectively the student can handle the language. The scores on the test aid the students counselor in determining course load and assignment to courses.

Tests (make-up)

Late test fees of fifteen dollars (\$15.00) are charged unless the student is absent for promotion at the request of the school or for personal tragedies. The payment of the fee does not, however, automatically grant the right to take tests at other than scheduled times. Permit forms for late tests are available from the instructor who must approve the late tests.

Transfer of Credits

NABC accepts, in transfer, credits of grade 'C' or higher, earned in any approved school insofar as those credits are comparable to the NABC curriculum. Credits earned in unaccredited schools may be accepted on a limited basis when validated by an examination or satisfactory work in residence at NABC. Transcript evaluation is done by the academic dean.

Tutoring

Private tutoring may be authorized by the administration in cases where a student is deficient in graduation requirements and where the required subjects are not currently scheduled. In every instance, the student must report regularly to the instructor in charge of instruction and submit extensive reports on his/her independent studies. Tutored courses will usually require approximately twice the amount of study as regularly scheduled classes. Regular tuition rates will apply.

Requirements for Formal Research Papers/ Term Papers

Definition of Research Paper (Term Paper):

A research paper is a formal, written presentation of information gathered from several sources, such as books, the Internet, journals, videos, audio cassettes, and interviews of people knowledgeable on the subject, and of the writer's processing (synthesizing and analyzing) that information. It is written in the writer's own words and credit is given to the sources used through a list of works cited and text notes, such as footnotes, endnotes, or parenthetical notes.

General Instructions:

The research paper/ term paper is to be written in MLA (Modern Language Association) format, using the *MLA Handbook for Writers of Research Papers, 6th ed.* by Joseph Gibaldi as the guide.

Detailed Instructions:

- (1) There is to be a title page. It must include the title of the paper, the student's name, the name of the course, the course number, the instructor's name, the name of the college, and the date due; see the attached sample.
- (2) There is to be a table of contents or a formal outline; see sample.
- (3) The paper must be double-spaced and typed/ printed in 12 point Times New Roman font. (Do not type your paper in capital letters.)
- (4) The paper is to be on unlined white paper on one side only.
- (5) There is to be a 1-inch margin on all sides (top and bottom, left and right).
- (6) Paragraphs must be indented ½ inch.
- (7) Major headings (including introduction, conclusion, and works cited) must be underlined and must begin a new page.
- (8) Pages must be numbered in the upper right hand corner. The student's last name must be written along with the page number. The title page is not to bear a page number.
- (9) Grammar, spelling, capitalization, and punctuation must be in correct form, as detailed in *The Writer's Harbrace Handbook, 2nd ed.* Proofreading is a must.
- (10) The paper is to be written in a formal style. References to self must be few and limited. If necessary, any reference to the writer must be in third person, not first person; i.e. do not use "I" or "me," but rather "the author" or "the writer" when referring to yourself.
- (11) Quotations must follow approved format.
 - a. A quotation of 3 lines or less is incorporated, with quotation marks setting it off, in the main paragraph.
 - b. A quotation of 4 lines or more is set off in a paragraph which is indented 1 inch, is typed single space in block style, and bears no quotation marks.
- (12) Documentation must be given for quotes and research. Citations must be in MLA format. In addition to parenthetical notes, footnotes, or endnotes, there must be a page listing all the works cited. Not giving proper documentation for quotes and research is plagiarism (stealing someone else's ideas and writing), a serious offense.
- (13) The paper is to be stapled in the upper left-hand corner. Papers are not to be placed into any type of cover.

Title of Paper

Presented to Name of Instructor

Native American Bible College

In Partial Fulfillment of the Requirements

of Course Number

Title of Course

by

Student's Name

Date

Outline

Introduction

1. First Main Heading

Subheading 1

Subheading 2

Subheading 3

2. Second Main Heading

Subheading 1

Subheading 2

3. Third Main Heading

4. Fourth Main Heading

Subheading 1

Subheading 2

Subheading 3

Conclusion

Works Cited

FINANCIAL POLICIES

Methods of Payment

The most economical method of payment is cash in advance. This avoids service charges for the student and office expense for the school.

Other Options

1. Work Study Program

NABC has limited on campus employment to help needy students pay their tuition and fees.

2. Installment Plan

All student accounts are payable in advance; the first week of each semester.

Enrollment for any semester is not complete until satisfactory arrangements are made with the business office.

Installment payments are made possible for an additional charge of 1% per month on the unpaid balance. Students will receive monthly statements of their accounts by the 10th of each month.

For those students and parents who wish to pay in equal monthly installments, the following plans are available:

First Semester

Registration	1/3 of total bill due
October 15	1/3 of total bill due
November 15	1/3 of total bill due
December 1	Balance, if any

Second Semester

Registration	1/3 of total bill due
February 15	1/3 of total bill due
March 15	1/3 of total bill due
April 15	Balance, if any

Withdrawal from NABC

Students leaving before the end of the semester for any reason must get an application for honorable dismissal from the registrar's office and obtain all signatures indicated on the form. Failure to do so will result in automatic failing grades in the courses for which the student is enrolled. Refer to adjustments of account (1 - 3) for official dates for refunds.

Adjustments of Account

All balances on accounts must be secured by a promissory note at the time of termination.

Tuition

Students leaving before the end of the semester for any reason must get an application for honorable dismissal from the registrar's office and obtain all signatures indicated on the form. In such cases, refunds of tuition only will be made according to the following schedule:

1st & 2nd week of classes	100%
3rd week of classes	75%
4th week of classes	50%
5th week of classes	25%
After 5th week of classes	No adjustments

Dormitory Refunds

Dormitory space is committed for the entire semester, consequently, a student who withdraws from the dormitory before the end of the semester will be charged for the full semester.

Meal Plan Refunds

The following statement will apply: refunds on meal plan will be granted on the basis of the actual number of weeks remaining in the semester with a part of a week being considered a full week. The cost per week will be pro-rated to the number of full weeks remaining.

Students must pay all school bills in full before final scholastic clearance can be given, diplomas, or certificates issued, or transcripts prepared. Accounts of married students are combined, in such cases the joint bill must be paid in full before diplomas, certificates and transcripts of either will be released.

All students will be expected to make full adjustments of their semester's accounts before registering for a following semester.

Any student whose account falls ten (10) days in arrears may be suspended from class participation and all absences will be recorded in event of reinstatement.

Any digression from the cash payment or the deferred payment plan as outlined in the current catalog must be approved by the school administration.

CHRISTIAN SERVICE

Ministry Opportunities

The students of NABC are preparing themselves to help others through full-gospel ministry. Concern for others does not stand idle until graduation. The students are involved voluntarily in some ministry while at NABC. Christian Service is divided into six (6) broad areas:

1. Church Ministries - pastors, musicians, teachers, leaders, community and district churches.
2. Chi Alpha Ministries - secular college campuses at home and away, personal witness, Bible studies, music rallies.
3. Child Ministries - story hours, Royal Rangers, Missionettes, orphans, Kids crusades, etc.
4. Youth Ministries - street witnessing, travel teams, door-to-door evangelism, church youth groups.
5. Representative Teams - travel music ministry, itinerary representation for NABC music tours.
6. Recruitment Teams - recruitment of students.
- 7 Other - other areas of ministry must be approved by the Vice President for Student Affairs.

The Student Affairs office can assist new students in finding places of ministry as well as coordinating the various ministry activities of the student body and the publication of the NABC Yearbook. A total of four (4) semesters of student ministry is required with a satisfactory grade. Weekly ministry reports should be turned in with the church attendance report on Mondays at chapel.

Missionary Internship

Each summer selected students of NABC are given the opportunity to gain practical experience in missions by working on the mission field under the direction of experienced missionaries. The program is sponsored jointly by the Campus Missions Fellowship and the Division of Home Missions of the Assemblies of God. Mission fields on which the students may serve include Alaska, Canada and American Indian reservations throughout the United States.

Due Process

Students are protected against unjust and arbitrary penalties or dismissal under the provisions of the Due Process. Students, who feel they have received unjustified or arbitrary penalties from a faculty or staff member or have received improper, inappropriate, or unwarranted treatment from a fellow student, have the right to grievance proceedings. The student should take action as listed below.

- Informal discussions should be undertaken with the faculty or student involved as the first course of action to resolve any grievance.
- All parties involved shall be guided by Christian principles and conduct themselves at the highest level of courtesy and respect.
- If informal actions do not solve the grievance, then one should submit a written complaint to the Vice President of Student Affairs. The Vice President of Student Affairs will acknowledge receipt of the complaint in writing within ten working days. Depending upon the nature and severity of the grievance, the Vice President of Student Affairs will either:
 1. Personally investigate and arbitrate the grievance.
 2. Establish an ad hoc committee of uninvolved parties to investigate and recommend appropriate action, or
 3. Refer the case to the Board of Administration for investigation.
- If the parties involved are not satisfied with the decision of the Vice President of Student Affairs, he/she may appeal to the President and then, if again not satisfied, to the Board of Administration. Decisions made by the Board of Administration are final.
- A written response to the grievance will be made within thirty (30) days of receipt of a written grievance.

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. NABC believes each student, staff, or faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, national origin, or disability. Sexual harassment or discrimination of students, staff, or faculty by any member of the NABC community will not be tolerated. Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace when: 1) submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will; or 2) submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or 3) the conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance, or of creating an intimidating, hostile, or offensive work or learning environment. Due process of a complaint is as follows:

- Any student, staff, or faculty member experiencing or observing sexual harassment or discrimination as described in any of the above categories should report the incident immediately to the Vice President for Student Affairs. An individual has up to ninety (90) days to file a complaint.
- A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of reputation and integrity of the involved individuals. Names, facts, and any written information regarding an investigation will be kept confidential.
- One should try to resolve the issue between individuals involved if possible. If informal efforts fail to solve the issue, formal procedures exist so that an individual has an opportunity to pursue their allegations without fear of retribution and seek relief from harassment. Alleged offenders will have an opportunity to defend themselves and clear themselves of the complaint. Proven offenders will be subject to disciplinary actions which may include dismissal from the school.

The process for investigating a complaint is as follows:

- The complaint shall be reported to the Vice President for Student Affairs. If the complaint can be resolved at this level, then the Vice President for Student Affairs shall file a report to the President so that the school will be aware of any pattern of harassment by a particular individual and also be aware of all complaints concerning harassment or discrimination. The report shall detail the complaint and the resolution.
- If the complaint cannot be resolved informally, then the Vice President of Student Affairs will file a report within ten working days of when the incident was first reported to him/her. A sexual harassment committee will be appointed to formally investigate and resolve the complaint. The committee will include, but is not limited to, a faculty member chosen by the President and a student chosen by the Vice President for Student Affairs. The committee will confirm the name and position of parties involved, thoroughly ascertain all the facts, and determine the type of alleged harassment, dates and location(s) when the incident occurred, and identify any witnesses to the event, and report their findings to the President.
- The investigation will begin within fifteen (15) working days from the time the complaint is referred to the committee. The committee will report its conclusions within thirty (30) working days of its reception of the complaint.
- The President will take any disciplinary action deemed necessary immediately upon receiving the committee's report.